

Police

Cap. 167.

POLICE (PROMOTION) REGULATIONS, 1998

1998/120.

Authority: These Regulations were made by the Commissioner of Police and approved by the Minister under section 79(2)(b) of the *Police Act*.

Commencement: 28th September, 1988.

1. These Regulations may be cited as the *Police (Promotion) Regulations, 1998*. Citation.

2. In these Regulations,

Interpreta-
tion.

“assessment centre” means a practical examination that is designed to assess the managerial and operational capabilities of officers;

“Commission” means the Police Service Commission established under section 91 of the *Constitution*;

“officer” means a member of the Police Force below the rank of Inspector;

“General Force” means any Division or Branch of the Force but does not include the Police Band;

“Police Band” means the Royal Barbados Police Band;

“qualified candidate” means a person who is entitled to sit a qualifying examination;

“promotion examination” means any examination required to be taken for the purpose of qualifying for promotion in accordance with these Regulations;

“reporting officer” means the gazetted officer in command of a Division or Branch of the Force;

"zone of selection" includes those persons who are entitled to be considered for promotion by reason of having passed the appropriate promotion examination.

Application. **3.** These Regulations apply to the promotion of officers to a rank not higher than that of Inspector.

Promotion of officers. **4.** (1) For the purposes of promotion, unless exempt by paragraph (2), constables and Sergeants must

(a) pass the appropriate promotion examination;

(b) pass a qualifying interview; and

(c) obtain a favourable report from their reporting officer.

(2) The Commissioner may, in cases of special employment or in special circumstances, exempt a Sergeant or a constable from the requirement to sit a promotion examination under paragraph (1).

(3) For the purposes of promotion, a Station Sergeant must

(a) satisfy an assessment centre; and

(b) obtain a favourable report from his reporting officer.

Qualified candidates. **5.** (1) The following officers in the General Service are qualified candidates:

(a) constables with a minimum of 3 years' service may sit the Grade I promotion examination;

(b) Sergeants with a minimum of one year's service in that rank may sit the Grade II promotion examination,

if those officers hold a valid certificate in first aid.

(2) The following officers in the Police Band are qualified candidates

- (a) grade B apprentices who have completed one year's service and whom the Promotion Advisory Board, after consultation with the Director of Music, considers likely to become efficient members of the Police Band;
- (b) grade A apprentices who are 18 years of age or more;
- (c) constables with a minimum of 3 years' service;
- (d) Sergeants with a minimum of one year's service.

(3) Notwithstanding paragraphs (1) and (2), the Commissioner may allow any constable or Sergeant who shows marked ability or aptitude for special work to sit a promotion examination.

6. (1) The Commissioner shall hold annual promotion examinations. Promotion examinations.

(2) Notwithstanding paragraph (1), the Commissioner may hold promotion examinations at other times, according to the exigencies of the service.

(3) A qualified candidate in the General Force may be required to write

- (a) a general paper;
- (b) a paper on legal knowledge; and
- (c) an essay paper.

(4) For the purposes of paragraph (3),

- (a) the general paper shall be designed to examine the candidates on procedural and operational matters;

- Cap. 167.
- (b) the legal knowledge paper shall be designed to test the candidate's knowledge of the *Police Act* and other specified legislation;
 - (c) candidates shall be given at least three months' notice of the specified legislation referred to in sub-paragraph (b); and
 - (d) candidates shall be required to write an essay from a range of 5 given subjects.
- (5) The officers attached to the wireless, fingerprinting and photography sections of the Force
- (a) may be required to write
 - (i) a paper on legal knowledge;
 - (ii) an essay paper; and
 - (iii) a technical paper; or
 - (b) may choose to write
 - (i) a paper on legal knowledge;
 - (ii) an essay paper; and
 - (iii) a general paper together with a technical paper.
- (6) A qualified candidate in the Police Band may be required to take,
- (a) in the case of Grades A and B apprentices,
 - (i) a paper on the elements of music;
 - (ii) an aural test; and
 - (iii) a practical examination in music at the grade 5 level or an equivalent examination;

- (b) in the case of constables,
 - (i) an examination on music appreciation;
 - (ii) an aural test; and
 - (iii) an examination in music to the level of grade 6, or an equivalent examination, in both the practice and the theory of music; and
- (c) in the case of Sergeants,
 - (i) an examination on the history of music;
 - (ii) an aural test;
 - (iii) an examination in music to the level of grade 8 or an equivalent examination; and
 - (iv) a simple test in the harmony, instrumentation and conducting of music.

(7) An examination candidate

- (a) shall record his code number on his examination script; and
- (b) shall not record his name or his Force number on his examination script.

7. (1) Subject to paragraph (2), the Commissioner shall appoint officers to constitute an Examination Board, which shall be responsible for

- (a) the setting of examination papers; and
- (b) the correction of examination papers as soon as is practicable.

(2) Where there are no suitable persons in the Force to set the technical papers, the Police Service Commission may, after consultation with the Commissioner, appoint specialists from outside the Force to the Examination Board.

(3) The members of the Examination Board shall hold office for a period of 3 years, and members may be reappointed for a further term of 3 years.

(4) For the purposes of the promotion examination, the Examination Board

(a) shall assign a code number to each candidate; and

(b) shall place, on the examination paper, the maximum marks at the side of each question.

Examination
results.

8. (1) In order to pass the promotion examination a candidate is required to obtain

(a) not less than 60% of the total maximum marks obtainable for the examination as a whole; and

(b) not less than 50% of the maximum marks obtainable in each paper.

(2) The names of the officers who have passed the examination shall be published in the Force Orders, but the marks of the officers shall not be published.

(3) Every candidate shall be informed of his examination results.

(4) Any candidate whose name has not been published under paragraph (2) may apply to the Chairman of the Examination Board within one month of the publication of the names of the officers for a review of his examination script.

(5) The Commissioner shall issue administrative directives to give effect to the provisions of paragraph (4).

Zone of
selection.

9. Qualified candidates who have passed the appropriate promotion examination shall be in the zone of selection from the date of passing the examination and shall remain in the zone of selection, without having to sit another promotion examination, until promoted.

10. (1) Reporting officers shall submit to the Promotions Advisory Board in the form specified in the *First Schedule* biannual reports for the prescribed periods in respect of every officer below the rank of Inspector, and the reports shall

Biannual reports.
First Schedule.

- (a) evaluate the capabilities of the officer;
- (b) indicate the quality of service given by the officer;
- (c) indicate the suitability of the officer for promotion; and
- (d) indicate the rank to which the officer ought to be promoted, if the officer is recommended for promotion.

(2) The Commissioner may require a Reporting Officer to submit a report

- (a) where the last report on the officer was submitted more than 3 months before the officer is due to be interviewed by the Promotions Advisory Board; or
- (b) at any other time the Commissioner so requires.

(3) For the purposes of this regulation, where an officer is under the command of a reporting officer for less than 3 months, the report referred to in paragraph (2) shall be made by the immediately preceding reporting officer who was in command of that officer for 3 months or more.

(4) The reporting officer shall permit the officer to see the report referred to in paragraph (2) before it is submitted.

11. (1) Where an officer is aggrieved by a report submitted under regulation 10(2),

Adverse reports.

- (a) a copy of the report shall be given to that officer on his request for the purposes of an appeal; and
- (b) the officer may within 14 days of the receipt of a copy of the report appeal by instituting grievance proceedings.

(2) For the purposes of this regulation, “grievance proceedings” means the proceedings in place for the settlement of the grievances of officers.

Promotions
Advisory
Boards.

12. (1) There shall be a Promotions Advisory Board, comprising,

(a) in respect of the General Force,

- (i) the Commissioner, who shall be Chairman;
- (ii) the Deputy Commissioner or an Assistant Commissioner; and
- (iii) a Superintendent of Police, who
 - (A) shall be appointed by the Commissioner;
 - (B) shall serve for a period of one year; and
 - (C) may be reappointed for a second consecutive year;

(b) in respect of the Police Band,

- (i) the Commissioner or his nominee, who shall be Chairman;
- (ii) the Director of Music;
- (iii) the Deputy Director of Music; and
- (iv) an Inspector attached to the Police Band, who
 - (A) shall be appointed by the Commissioner;
 - (B) shall serve for a period of one year; and
 - (C) may be reappointed for a second consecutive year.

(2) The Promotions Advisory Board shall

- (a) interview each officer in the zone of selection as soon as possible after the officer enters that zone, and thereafter every 3 years; and

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- (b) provide for the conduct of assessment centres for Station Sergeants at least every 3 years, and such centres shall not extend over a period exceeding 3 successive days.
- (3) The Promotions Advisory Board shall, in accordance with the formula specified in the merit-rating card set out in the *Second Schedule*, assess each constable or Sergeant who is interviewed. Second Schedule.
- (4) For the purposes of paragraphs (2) and (3),
- (a) a candidate who is awarded a grade A or B+ shall be considered to be highly qualified for promotion to a specified rank;
- (b) a candidate who is awarded a grade B or C+ shall be considered to have reached the lowest standard that is acceptable for promotion;
- (c) a candidate who is awarded a grade C, D+ or D shall be considered to be unfit for promotion at that point in time.
- (5) Every candidate shall be informed of the grade awarded to him pursuant to paragraph (4).
- (6) The Promotions Advisory Board shall, whenever necessary, compile, in order of merit, a list setting forth the name of each officer they recommend for promotion based on
- (a) the officer's performance at the interview referred to in paragraph (2);
- (b) any credit awards of the officer;
- (c) the general performance of the officer;
- (d) any special course of training that the officer has taken;
- (e) the officer's examination results;
- (f) the officer's last report;
- (g) the duties assigned to the officer;

- (h) any letter of commendation received by the officer;
- (i) the disciplinary records of the officer; and
- (j) any other relevant matters.

Recommendations.

13. The Commissioner shall submit to the Police Service Commission

- (a) a short list of the names of the officers that the Promotions Advisory Board recommends for promotion; and
- (b) any information which the Commission may require for the purposes of these Regulations.

FIRST SCHEDULE

(Regulation 10)

REPORT FOR PERIOD to

NAME: RANK: FORCE NO.:

DATE OF BIRTH: SERVICE IN PRESENT RANK:

DATE OF ENLISTMENT:

ACADEMIC QUALIFICATIONS:

Other Qualifications

Promotion Examinations EXAMS PASSED	DATE	PASS MARK

Courses:

Awards:

Letters of Commendation:

Work Standard Discipline Loyalty Dedication and Aptitude Integrity Leadership		
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Defaults:

General Remarks:

Grade:

Assessment: The officer is recommended /is not recommended for promotion to the rank of

Date:

Signature:

GRADES

A – Excellent
B – Good
C – Unsatisfactory
D – Very poor

B+ – Very good
C+ – Moderate
D+ – Poor

SECOND SCHEDULE

(Regulation 12)

MERIT-RATING CARD

NAME:

RANK:

FORCE NO.:

DATE OF ENLISTMENT:

Quality of reports for three years:

Date of last appearance before Board:

Presentation		
Knowledge		
Initiative		
Discipline		
Commitment		
Confidence		
Achievement		
Demeanour		
Issues		
Leadership		
Experience		

GRADE:

Assessment: The officer is recommended / is not recommended for promotion to the rank of

Date:

Signature:

GRADES

A – Excellent

B – Good

C – Unsatisfactory

D – Very poor

B+ – Very good

C+ – Moderate

D+ – Poor